

## FAQ for the CORI Process

### **1. What steps must amusement device owners take regarding CORI inquiries to be licensed by DPS and what procedures must they comply with to be deemed suitable by DPS for licensure?**

Pursuant to 520 CMR 5.00, owners seeking a license to operate amusement devices in the Commonwealth will now be subject to a Criminal Offender Record Information (CORI) background check and will be required to conduct CORI inquiries on certain employees. To enable the CORI check, an owner must first submit a “CORI Request Form” to the Department of Public Safety (DPS). Owners should request a form directly from the DPS and it will be sent to you by mail. Please note that you cannot use a substitute form. Once the CORI Request Form is submitted by the owner to DPS, Department personnel who have been authorized by the CHSB to perform CORI checks will submit the form to Criminal History System Board (CHSB). CHSB will process the CORI and will notify the Department through its authorized personnel of the amusement device owner’s suitability. By signing the Request Form, the owners give their permission for CHSB and the Department to undertake this action.

An owner will either be found suitable or discretionarily or presumptively disqualified. (Please see the “DPS Guidelines for Evaluating CORI for Amusement Owners” available at [www.mass.gov/dps](http://www.mass.gov/dps) and click on “Amusements” for more information on the disqualification procedure). If the owner has submitted all of the other required documentation and all other license requirements are met, the Department may then issue a license upon a determination of suitability of the owner.

### **2. Once the owner has been deemed suitable for licensure by the DPS, what is the next step?**

Once an owner has been licensed by the DPS, it is the owner’s obligation to receive certification from the CHSB to be authorized to perform CORI checks on applicants for employment as is required by 520 CMR 5.04(7) and 5.14(9). Accordingly, the owner must submit an “Individual Agreement of Non-Disclosure and Statement of

CORI Certification Compliance” and a “CORI Certification Application” to the CHSB to receive this certification. Both of these documents are provided by the CHSB and may be downloaded by the owners from CHSB’s website <http://www.mass.gov/chsb/cori/cori.html>. These forms are not provided by DPS. Proof of licensure by the Department, such as a copy of the license, should be included with the two forms. The two forms are then submitted directly to the CHSB Legal Unit. Please allow approximately four (4) weeks for this certification process.

**3. Once an Owner has been certified by CHSB to conduct inquiries on their employees, how does the owner perform the CORI checks on employees?**

Once an owner is certified by CHSB to check applicants’ CORI reports, the owner will receive an information packet directly from CHSB with instructions on how to read a CORI report as well as a specially coded CORI Request Form which the owners must include for potential employees with the application for employment. Please note that you may not submit the DPS Cori Request form to CHSB for inquiries on applicants for employment. You must use the specially coded form which will be provided by CHSB for this purpose. An applicant for employment must complete the CORI Request Form to enable the performance of a background check. The owners may reproduce the form for inclusion in their application, however under no circumstances are the owners to vary the form or use another version.

**4. How should owners determine whether an applicant is suitable for hiring after receiving a CORI report from CHSB?**

Once an owner receives a CORI report back from CHSB, it is the responsibility of the owner to make a determination of suitability for employment. The DPS has provided guidelines (“Criminal History Guidelines for Owners of Amusement Devices”) which are available on the DPS website for Owners’ use. **Owners should direct questions related to the interpretation of CORI reports to the CHSB CORI Unit at (617) 660-4640.**

